

TITLE OF POSITION: Student Events Assistant

This is a part-time post for the duration of the Spring 2022 semester only.

Fordham University in London (FUL) is the London operation of Fordham University, the Jesuit University of New York, USA. FUL organises academic programmes throughout the whole year for undergraduate students in business and liberal arts.

Reporting to the Student Life Coordinator, the Student Events Assistant will play a key role in supporting the Student Affairs team and the delivery of a successful extracurricular programme.

The successful applicant will be expected to demonstrate a friendly disposition, the ability to relate to students and staff from a diverse range of backgrounds, a willingness to engage with all aspects of the student experience and flexibility in order to manage a varied workload.

RESPONSIBILITIES

- Assist with the planning and delivery of student social activities, alongside the Student Life Coordinator and external event providers (will be expected to work at activities that take place in the evening or on weekend)
- Assist with student communications using social media, email newsletters and other communication channels
- Assist with media projects, such as booklet updates or content collection
- Research new initiatives, events and/or activities
- Provide general administrative support to the team at Fordham London including the Senior Director and the Student Affairs team
- Perform other duties as assigned.

FUL operates a competency based approach to recruitment and evaluation of staff to encourage greater diversity within the workplace. We are seeking to appoint someone with the following competencies:

- IT skills including Google suit, Eventbrite
- Basic graphic design/social media skills
- Good interpersonal awareness
- Team working
- Very good oral and written communication skills
- Well organised
- Customer service skills
- Use of initiative and a proactive approach to problem solving
- Thoroughness and attention to detail
- Flexibility

Please apply by letter providing evidence of competencies listed above and include your CV.

Applicants must have the right to work in the UK.

SALARY: £11.05 per hour (London Living Wage)

WORKING PATTERN: Expected to work an average of 20 hours per week (contracted for minimum of 10 hours per week). Exact hours and days will be irregular and dependent on the extracurricular programming needs.

DEADLINE FOR APPLICATIONS: Open until filled.

DATES OF EMPLOYMENT: 5th January 2022 to 7th May 2022

SEND LETTER AND CV BY EMAIL TO: Shannon Fane-Hervey, Student Life Coordinator, at sfanehervey@fordham.edu

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